

# DATA RETENTION POLICY



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# Data Retention Policy

The School has a responsibility to maintain its records and record keeping systems. When doing this, the School will take account of the following factors: -

- The most efficient and effective way of storing records and information;
- The confidential nature of the records and information stored;
- The security of the record systems used;
- Privacy and disclosure; and
- Their accessibility.

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. It does, however, reflect the School's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the School from time to time and any changes will be notified to employees within one month of the date on which the change is intended to take effect. The School may also vary any parts of this procedure, including any time limits, as appropriate in any case.

## Data Protection

This policy sets out how long employment-related and pupil data will normally be held by us and when that information will be confidentially destroyed in compliance with the terms of the **General Data Protection Regulation (GDPR)** and the **Freedom of Information Act 2000**. Data will be stored and processed to allow for the efficient operation of the School. The School's Data Protection Policy outlines its duties and obligations under the GDPR.

## Retention Schedule

Information (hard copy and electronic) will be retained for at least the period specified in the attached retention schedule. When managing records, the School will adhere to the standard retention times listed within that schedule.

- Paper records will be regularly monitored by the School Business Manager and the School Manager.
- Electronic records will be regularly monitored by the School Business Manager and the School Manager.

The schedule is a relatively lengthy document listing the many types of records used by the School and the applicable retention periods for each record type. The retention periods are based on business needs and legal requirements.

# Destruction of Records

Where records have been identified for destruction they will be disposed of in an appropriate way. All information will be reviewed before destruction by the appropriate department or individual responsible to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

All paper records containing personal information, or sensitive policy information will be shredded before disposal where possible. All other paper records will be disposed of by an appropriate confidential waste paper merchant.

All electronic information will be deleted and overseen by the School Business Manager and the School Manager.

The School maintains a database of records which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member will record in this list at least: -

File reference (or any other unique identifier):

- File title/description;
- Number of files; and
- Name of the authorising officer.

# Archiving

Where records have been identified as being worthy of preservation over the longer term, arrangements should be made to transfer the records to the archives.

A database of the records sent to the archives is maintained by the School Business Manager and the School Manager. The appropriate staff member, when archiving documents will record in this list the following information: -

- File reference (or any other unique identifier);
- File title/description;
- Number of files; and
- Name of the authorising officer
- Number of the Archive Box and its location (Grand Drive Branch)

# Transferring Information to Other Media

Where lengthy retention periods have been allocated to hard copy records, in due course, the storage methodology will be reviewed by the Group Directors.

## Responsibility and Monitoring

The Head Teacher has primary and day-to-day responsibility for implementing this Policy. The Data Protection Officer, the Head Teacher, in conjunction with the School is responsible for monitoring its use and effectiveness and dealing with any queries on its interpretation. The Data Protection Officer will consider the suitability and adequacy of this policy and report improvements directly to management.

Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in creating, maintaining and removing records.

Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy and are given adequate and regular training on it.

EDS	FILE DESCRIPTION	RETENTION PERIOD
EDS	<u>Employment Records</u> <i>(Italics denotes record is kept for less than 7 years (or more where applicable) from the identifying point in time)</i>	
EDS	Job applications and interview records of unsuccessful candidates	<i>Six months</i> after notifying unsuccessful candidates.
EDS	Job applications and interview records of successful candidates	<i>7 years</i> after employment ceases
EDS	Written particulars of employment, contracts of employment and changes to terms and conditions	<i>7 years</i> after employment ceases
EDS	Immigration checks	<i>7 years</i> after the termination of employment
EDS	DBS checks and disclosures of criminal records forms	<i>As soon as practicable after the check has been completed</i> and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than 6 months.
EDS	Change of personal details notifications	<i>No longer than 6 months</i> after receiving this notification
EDS	Emergency contact details	<i>Destroyed on termination</i>
EDS	Personnel and training records	While employment continues and <b>up to 7 years</b> after employment ceases
EDS	Annual leave records	<b>7 years after the end of tax year</b> they relate to or possibly longer if leave can be carried over from year to year
EDS	Consents for the processing of personal and sensitive data	<b>For as long as the data is being processed and up to 7 years afterwards</b>
EDS	Disciplinary and training records	<b>7 years</b> after employment ceases
EDS	Allegations of a child protection nature against a member of staff including where the allegation is founded	<b>10 years</b> from the date of the allegation or the person's normal retirement age (whichever is longer). <b>This should be kept under review.</b> Malicious allegations should be removed.
EDS	School Development Plans	<b>3 years</b> from the life of the plan
EDS	Professional Development Plans	<b>7 years</b> from the life of the plan kept in HR files.
EDS	Visitors Book and Staff Signing-In Sheets	<b>7 years</b>
<u>Newsletters and Circulars</u>		

EDS	FILE DESCRIPTION	RETENTION PERIOD
EDS	Newsletters and circulars to staff, parents and pupils	<i>3 years from the end of the relevant academic year.</i>
<u>Health and Safety Records</u>		
EDS	Health and Safety consultations	<b>Permanently</b>
EDS	Health and Safety Risk Assessments	<b>3 years</b> from the life of the risk assessment
EDS	Any reportable accident, death or injury in connection with work	For at least <b>twelve years</b> from the date the report was made
EDS	Accident reporting	<b>Adults – 6 years</b> from the date of the incident <b>Children –the child’s DOB + 25 years</b>
EDS	Fire precaution log books	<b>6 years</b>
EDS	Medical records and details of: - <ul style="list-style-type: none"> <li>• control of lead at work</li> <li>• employees exposed to asbestos dust</li> <li>• records specified by the Control of Substances</li> <li>• Hazardous to Health Regulations (COSHH)</li> </ul>	<b>40 years</b> from the date of the last entry made in the record
EDS	Records of tests and examinations of control systems and protection equipment under COSHH	<b>5 years</b> from the date on which the record was made
<u>Temporary and Casual Workers</u>		
EDS hrs worked (HO hrs & pmts)	Records relating to hours worked and payments made to workers	<b>7 years</b>
<b>Notes</b>	<u>Pupil Records</u>	
EDS	Admissions records	<b>3 years</b> from the date of leaving school
EDS	Admissions register	Entries to be preserved for <b>3 years</b> from date of entry
EDS	School Meals Records of allergy childrens’ meals	Until the <b>end of the current academic year.</b>
EDS	Pupil Record – last year’s reports (see penultimate section for state schools)	<b>Records transferred to new school</b> when pupil leaves. If the child does not move to another educational setting (e.g. Home Schooled) then the records will be retained <b>until the child turns 25.</b>
EDS	Attendance Registers	<b>3 years</b> from the date of the end of the academic year covered in the register
EDS	Special Educational Needs files, reviews and individual education plans (this includes any statement and all advice and information shared regarding educational needs)	<b>Until the child turns 25.</b>

# Existing School Document Retention and Archiving Periods

<u>Classroom forms</u>			
Forms	How long to keep?	Where to next?	How long to Archive?
Classroom Risk Assessment (Teachers)	1 year	SECURE DISPOSAL	n/a
ISI folders	3 years	SECURE DISPOSAL	n/a
Cleaning Checklist	6 months	SECURE DISPOSAL	n/a

<u>Manager's Office forms</u>			
Forms	How long to keep?	Where to next?	How long to Archive?
Manager's Daily Risk assessment	1 year	SECURE DISPOSAL	n/a
Medication Consent forms	1 year	Archive	3 years
Long Term Medication Consent form	1 year	Archive	3 years
Riddor form (On Line)	1 year	Archive	DOB + 25 years
Mobile Phone Logs	3 months	SECURE DISPOSAL	n/a
Camera Logs	3 months	SECURE DISPOSAL	n/a
Parents comments	3 years	SECURE DISPOSAL	n/a
Visits and Outings planning (Ofsted)	3 years	SECURE DISPOSAL	n/a
Outing Record (Signing in & out)	1 year	SECURE DISPOSAL	n/a

<u>Garden forms (Lower Reception)</u>			
Forms	How long to keep?	Where to next?	How long to Archive?
Garden registers – Lower Reception only	3 months	SECURE DISPOSAL	n/a



<u>What forms should go in the Pupil's File (Sent to onward School (state only) when pupil leaves EDS)</u>			
Forms	How long to keep?	Where to next?	If Archive, for how long?
Health Care Plan	Until Pupil leaves	Archive at School if not sent to onward School	DOB +25 years after Pupil has left the School
Safeguarding Concern form			
Referral form (From Former School)			
Disability Assessment form			
Policy for external observations – Form 1			
Policy for external observations – Form 2			
Allergy Health Care Plan			
Leaving/Transition form			
School Reports			
Observation file			
Child Allergy Meal record** (See Health & Safety section) **If a child <u>reacts to any food</u> please keep that form and place it in the child's folder.			
<u>Baby Sitting Form Must</u> go in to the <u>staff</u> and child's <u>folder</u>			

<u>Additional Pupil Files (Confidential)</u>			
Forms	How long to keep?	Where to next?	If Archive, for how long?
Senco	Until pupil reaches 25		DOB +25 years
C/P	Pass to new school		

Items to go in the confidential bags:

- Photos of children and staff
- Any confidential forms concerning children or staff
- Anything with names on it

Childrens' files

Lower and Upper Reception only: All Learning Journals from School are to be kept until the child leaves the academic year and given to the family at this point or at an earlier time.

### Lower Reception:

- Observation forms in confidential bag are given to parents when the child leaves.
- The Head/Deputy must fill out a transfer/reference form and post it to the school the child is going to or the school provides their own form that the Manager/Deputy/ Room Leader must fill in.
- In the case of a child going on to a State School, where the whole Pupil File is sent to school, photocopy the last reports/tracking. Keep for a year in a folder then send to archive for a further 2 years.

## Head Office archiving responsibilities

<u>Employment Records</u>	
FILE DESCRIPTION	RETENTION PERIOD
Right to work documentation including identification documents	<b>7 years</b> after employment ceases
Working Time Regulations: <ul style="list-style-type: none"> <li>• Opt out forms</li> <li>• Records of compliance with WTR</li> </ul>	<ul style="list-style-type: none"> <li>• <b>7 years</b> from the date on which they were entered into</li> <li>• <b>7 years</b> after the relevant period</li> </ul>
Records relating to hours worked and payments made to workers	<b>7 years</b>
Consents for the processing of personal and sensitive data	<i>For as long as the data is being processed and up to 7 years afterwards</i>

<u>Financial and Payroll Records</u>	
Pension records	<b>12 years</b>
Retirement benefits schemes – notifiable events (for example, relating to incapacity)	<b>7 years</b> from the end of the scheme year in which the event took place
Payroll and wage records	<b>7 years</b> after end of tax year they relate to
Maternity/Adoption/Paternity Leave records	<b>7 years</b> after end of tax year they relate to
Statutory Sick Pay	<b>7 years</b> after the end of the tax year they relate to
Current bank details	No longer than necessary
<u>Agreements and Administration Paperwork</u>	
Collective workforce agreements and past agreements that could affect present employees	<b>Permanently</b>
Trade union agreements	<b>10 years</b> after ceasing to be effective

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